

**CLASS TITLE: LOCAL OFFICE DISBURSEMENTS
SUPERVISOR**

**Class Code: 02455500
Pay Grade: 23A
EO: F**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the supervision of the work of tellers engaged in the making of cash payments of unemployment compensation benefits in local state employment service offices; to be responsible for the records and reports relating to such payments; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom instructions are received; work is reviewed for conformance to rules, regulations and procedures.

SUPERVISION EXERCISED: Plans, supervises and reviews the work of subordinates for conformity with regulations, procedures and for accuracy of work performed.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the supervision of the work of tellers engaged in the making of cash payments of unemployment compensation benefits in local state employment service offices.

To be responsible for scheduling and making work assignments of tellers in local employment service offices to meet expected unemployment compensation or other benefit claims loads.

To review tellers' activities in the local office based upon work load accomplishments and detailed reports; and to visit the local offices periodically to review such work to ensure that it is being carried out in accordance with instructions and that all of the essential records are being maintained on a current basis.

To review summary reports on monies paid.

To be responsible for maintaining internal operations records relating to amounts of monies paid by the local employment offices in order to ascertain the accuracy of local office estimates of funds to be required for payment of benefits in future periods.

To review and summarize time sheets and other reports which are submitted by the tellers to obtain information required to analyze the activities in the office.

To conduct in-service training courses for new tellers.

To ensure that appropriate security measures are taken in the various local offices.

When necessary, to present evidence in court in fraud cases where payments have been made in local offices.

As required, to perform the duties of a Senior Teller.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the procedures and practices used in handling and accounting for the receipt and disbursement of monies; a working knowledge of the procedures used in the payment of cash compensation benefits; the ability to keep records and prepare reports; the ability to plan, supervise and review the work of tellers; the ability to deal with the public courteously; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a responsible supervisory capacity involving the planning, supervision and review of work of persons engaged in receiving and paying money and accounting therefor.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: June 9, 1974

Editorial Review: 3/15/03